

Adult Literacy Request for Reimbursement (ALR)

Form Procedure

(1/26)

Reimbursements will be disbursed quarterly for each of the three federal grants:

- Adult Basic Education Program Grant
- EL Civics Grant
- Teacher Training Grant

Enter actual quarterly expenditures by category for each grant allocation. (This should not include local contributions.)

Submit spreadsheet to designee by the following dates:

1st Quarter Due Date October 15

2nd Quarter Due Date January 15

3rd Quarter Due Date April 15

4th Quarter Due Date July 15

This process will begin with the April 15 quarter. However, you will need to submit this document to reflect the quarters ending in October and January for consistency.

Quarterly reimbursements will occur for **ABE Program and EL Civics** upon receipt of the reimbursement form upon approval of Helene Grossman, State Director of Adult Literacy and Roger Utman, Division Administrator or Colleen Hunt, Bureau Chief.

Quarterly reimbursement will occur for **Teacher Training** upon approval of Phyllis Hinton, ABE Consultant and Roger Utman, Division Administrator or Colleen Hunt, Bureau Chief.

The ABE-9 will need to be filled out during the summer of 2009. More information to follow.

REQUEST FOR REIMBURSEMENT FORM
FISCAL YEAR 2009 (7/1/08-6/30/09)
CFDA NUMBER IS 84.002

ADULT BASIC EDUCATION GRANT

COLLEGE ALLOCATION		BUDGET	1ST QTR 7/1/08-9/30/08 Due 10/15/08	2ND QTR 10/1/08-12/31/08 Due 1/15/09	3RD QTR 1/1/09-3/31/09 Due 4/15/09	4TH QTR 4/1/09-6/30/09 Due 7/15/09	FY 09 TOTAL REIMBURSEMENT REQUEST
			Federal				
1	Salaries & Benefits Administration						\$0.00
2	Salaries & Benefits Instructors						\$0.00
3	Travel Expenses						\$0.00
4	Materials and Supplies						\$0.00
5	Indirect Costs (Prorate Sheet)						\$0.00
6	Other (Explain Below)						\$0.00
							\$0.00
							\$0.00
9	TOTAL REQUESTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	FY09 BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EL CIVICS GRANT

ALLOCATION		BUDGET	1ST QTR 7/1/08-9/30/08 Due 10/15/08	2ND QTR 10/1/08-12/31/08 Due 1/15/09	3RD QTR 1/1/09-3/31/09 Due 4/15/09	4TH QTR 4/1/09-6/30/09 Due 7/15/09	FY 09 TOTAL REIMBURSEMENT REQUEST
1	Salaries & Benefits Administration						\$0.00
2	Salaries & Benefits Instructors						\$0.00
3	Travel Expenses						\$0.00
4	Materials and Supplies						\$0.00
5	Indirect Costs (Prorate Sheet)						\$0.00
6	Other (Explain Below)						\$0.00
							\$0.00
							\$0.00
9	TOTAL REQUESTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	FY09 BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

College Signature : _____
Date : _____
Helene Grossman Signature: _____
DE Administrator Signature: _____

ALLOCATION			7/1/08-9/30/08 Due 10/15/08	10/1/08-12/31/08 Due 1/15/09	1/1/09-3/31/09 Due 4/15/09	4/1/09-6/30/09 Due 7/15/09	REIMBURSEMENT REQUEST
1	Travel						\$0.00
2	Meals/Food						\$0.00
3	Lodging						\$0.00
4	Fees						\$0.00
5	External Presenter						\$0.00
6	Training Materials						\$0.00
							\$0.00
							\$0.00
9	TOTAL REQUESTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	FY09 BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

College Signature : _____
College Date : _____
Phyllis Hinton Signature: _____
DE Administrator Signature: _____